

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/03/15

CLOSING DATE: 11/13/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST - HR

SCDC POSITION #: 011735

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: HUMAN RESOURCES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT

STATE JOB CLASS: AA75

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361

SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 026139 - \$ 041400 SCEIS POSITION #: 61016681

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

HIGH SCHOOL DIPLOMA AND THREE (3) YEARS ADMINISTRATIVE EXPERIENCE WHICH MUST INCLUDE SUPERVISORY OR OFFICE MANAGEMENT EXPERIENCE. MUST HAVE EXPERIENCE WITH ASSISTING AND DEALING WITH ALL CATEGORIES OF EMPLOYEES ON A VARIETY OF DUTIES. MUST HAVE EXPERIENCE IN MICROSOFT OUTLOOK, WORK, EXCEL AND POWER POINT.

DESCRIPTION OF DUTIES:

SUPERVISES THE ADMINISTRATIVE SPECIALIST IN PERFORMANCE OF DUTIES AS RECEPTIONIST FOR THE DIVISION OF HUMAN RESOURCES, CENTRAL OFFICE. ASSISTS WITH THE CLEARANCE PROCESS OF EMPLOYEES WHO CEASE EMPLOYMENT. HANDLES PROBLEMATIC ISSUES REGARDING THE CLEARANCE PROCESS OF EMPLOYEES BETWEEN THE INSTITUTION AND THE COMMISSARY. ASSISTS WITH THE COORDINATION OF CHARITABLE FUND DRIVES FOR THE AGENCY, I.E., UNITED WAY AND COMMUNITY HEALTH CHARITIES CAMPAIGN. ASSISTS THE ADMINISTRATIVE COODINATOR WITH THE AGENCY'S WELLNESS PROGRAM. MAINTAINS AND ORDERS SUPPLIES FOR THE DIVISION USING SRM AND PRINT ORDERS FOR THE PRINT SHOP. UPDATES MAINFRAME AND DISTRIBUTES AT WILL FORMS. RECEIVES AND KEYS CPOF DEDUCTIONS INTO SCEIS. ASSISTS IN THE RUNNING OF REPORTS IN BUSINESS OBJECTS AND/OR BEX ANALYZER. ASSISTS WITH CORRESPONDENCE PREPARATION ON EMPLOYEE ARRESTS, STUDENT LOANS AND SUSPENDED DRIVERS' LICENSES.

COMMENTS:

RESUME IS REQUIRED WITH APPLICATION FOR THIS POSITION.